

Hurricane Preparation Check List –

JLab Emergency Manager

YEAR-ROUND READINESS

1. Confirm that Divisions and Offices keep phone lists, phone trees, and essential-personnel lists up to date.
2. Review all preparation check lists and update as necessary. Post most recent versions on the EM website.
<http://www.jlab.org/intralab/emergency/hurricane/index.html>
3. Review membership of the Severe Weather Planning Team (SWPT) and recommend any changes to the Facility Manager. See Table 1. See list at:
<http://www.jlab.org/intralab/emergency/hurricane/severe.html>

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Verify that all divisions and groups have achieved Preparedness Condition 1. See Emergency Management Severe Weather web page for current checklists. Advise Facility Manager of checklist completion status.
2. Monitor the weather for information about tropical storms and hurricanes and keep the Facility Manager informed. For any storm threatening TJNAF, estimate the arrival time and the speed of maximum sustained winds.
3. Recommend the Facility Manager declare Preparedness Condition 2 when any one of the following conditions occurs.
 - a. The National Weather Service declares a Tropical Storm or Hurricane Watch for the Hampton Roads area.
 - b. The Laboratory Director directs an increased level of preparedness.
4. Review list of essential staff and update if necessary.

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. When the Facility Manager declares Preparedness Condition 2, notify all checklist owners of change in preparation status. Remind them of their responsibility to advise their management chain of the status of preparations including completion of HPC-2.

2. Assist Director's Office as required in preparing and distributing weather notice to all staff.
3. Verify that all divisions and groups have achieved. Monitor progress to Readiness Condition 2, with emphasis on groups or activities with long preparation times. Notify Facility Manager when complete.
4. Confirm that Residence Facility and User Liaison have preparations under way for closing and for securing alternate accommodations for guests.
5. Ensure provisions are in place for alternate communications between key decision-making managers in the event of disruptions to commercial power or telecommunications. This may include late modifications to phone lists.
6. Maintain current reports of weather conditions with assistance of JLab Weather Monitor. Keep the Facility Manager informed.
7. Convene the Severe Weather Planning Team (SWPT) as requested by Facility Manager.
8. Recommend the Facility Manager declare Preparedness Condition 3 when any one of the following conditions occur:
 - The National Weather Service declares a Tropical Storm or Hurricane Warning for the Hampton Roads area.
 - The Laboratory Director directs an increased level of preparedness.

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Convene the Severe Weather Planning Team (SWPT) if so requested by Facility Manager.
2. When the Facility Manager declares Preparedness Condition 1, assist Director's Office as required in preparing and distributing notice to all staff.
3. Verify that all divisions and groups have achieved Preparedness Condition 3. Notify Facility Manager when complete.
4. Recommend to the Facility Manager the time(s) to release non-essential and essential staff.

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.

2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

maintained by webmaster@jlab.org

For questions regarding Emergency Management, contact [John Kelly](#).